

4 SEP 1964

MEMORANDUM FOR: Director of Training  
SUBJECT: Briefing Techniques Course

i. On 30 June, 1 and 2 July 1964, representatives of the Office of Training presented a briefing techniques course for a number of analysts of OSI. Participants found the course to be very interesting and useful. It provided contact with Agency employees who have the equipment and knowledge which can be helpful in the planning of briefings. It was reported to be very informative in the actual mechanics in preparing briefing aids. The do-it-yourself portion was considered quite interesting since the need to produce one's own aids can easily arise.

2. It was suggested by some, that class participation in the use of the aids and techniques would be helpful. Also, it is believed that the course would be beneficial to new analysts and might possibly be included in the Intelligence Research (Techniques) course.

3. Please convey to the members of your staff, OSI's appreciation for the excellent manner in which the course was prepared and presented. I know the participants have gained additional knowledge which will enable them to improve their briefing capabilities.

5X1A9a

**Executive Officer  
Scientific Intelligence**